

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**

**AVIATION MANAGER**

**JOB DESCRIPTION**

Employees in this job direct the work of professional subordinates. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to adapt and apply aviation guidelines to specific situations, as needed. The work requires knowledge of the policies, procedures, and regulations of aviation safety programs, and managerial techniques, personnel policies, and procedures. The employee may be required to transport self and other state officials in aircraft.

There are three classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

**Position Code Title - Aviation Manager-2**

**Aviation Manager 13**

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

**Position Code Title - Aviation Manager-3**

**Aviation Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title - Aviation Manager-4**

**Aviation Manager 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinates.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Confers with federal, state, or local government officials on development, interpretation, and revision of laws, rules, and regulations applicable to aviation.

Provides advisory services to governing bodies and managers of airports in the preparation of contracts, lease negotiations, and establishment of field rules and regulations; assisting in operational programs.

Directs and participates, as necessary, in public information programs concerning aviation programs.

Reviews aircraft accident reports and directs the development of, and participates in, the presentation of aviation accident prevention programs.

Confers with Federal Aviation Administration (FAA) and National Transportation Safety Board (NTSB) regarding aircraft accidents.

Oversees or participates in coordinating introduction of aviation and/or space subjects in either elementary, secondary, college, or continuing education level programs.

Administers the writing and publishing of aviation accident prevention and education materials.

Determines aviation safety/enforcement needs and supervises aeronautic safety education programs.

Works directly with air carriers to monitor and develop scheduled air service.

Directs the statewide airport-marking program.

Directs activities in areas of hazard removal, displaced threshold, airport roadside marking, and emergency landing fields.

Conducts public relations activities concerning aviation programs as necessary.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as required.

### **Additional Job Duties**

#### **Aviation Manager 15**

Participates in planning, organizing, directing, and controlling the work activities of an aviation education, safety, or enforcement division.

Directs the scheduling of department aircraft and leasing of aircraft from contractors as required.

Supervises specialists in aircraft and pilot registration, and airport flight and ground school licensing.

Directs the installation and maintenance of state-owned omni-radio stations; and radio and navigation equipment on state aircraft.

Supervises the development of the navigation aids program in the state.

Drafts recommendations for revisions in legislation, rules, and regulations.

Prepares budgets, maintains budgetary controls, and determines purchase of supplies, materials, etc.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Thorough knowledge of the operation and repair of aircraft and aircraft engines.

Thorough knowledge of aerodynamics, navigation, and meteorology.

Thorough knowledge of the state and federal laws, rules, and regulations related to flying aircraft, and licensing requirements related to aviation schools, instructors, flying clubs, and airports.

Thorough knowledge of aviation safety requirements and enforcement.

Thorough knowledge of the operation of aircraft and aircraft systems.

Thorough knowledge of aviation inspection procedures and techniques.

Thorough knowledge of airport operations.

Considerable knowledge of the provisions of federal and state veterans' training programs in aviation.

Some knowledge of training.

Some knowledge of supervisory and managerial techniques.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment opportunity policies and procedures.

Some knowledge of labor relations and employment practices.

Ability to obtain and evaluate facts from inspection and investigation.

Ability to evaluate the effectiveness of established programs and recommend changes.

Ability to explain laws, regulations, and procedures before groups.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to communicate with others.

Ability to maintain favorable customer relations.

### **Working Conditions**

Some jobs require travel.

### **Physical Requirements**

*None*

### **Education**

Possession of a bachelor's degree in any major.

### **Experience**

#### **Aviation Manager 13**

Four years of professional experience as an aviation specialist, aircraft pilot, air traffic controller, certified flight instructor, airport manager, aviation consultant, or professional experience equivalent to aviation safety, training, education, inspection or airport planning; two years of professional experience equivalent to an Aviation Specialist P11; or; one year equivalent to an Aviation Specialist 12.

### Aviation Manager 14

Five years of professional experience as an aviation specialist, airplane pilot, air traffic controller, certified flight instructor, airport manager, aviation consultant, or professional experience equivalent to aviation safety, training, education, inspection or airport planning; three years of professional experience equivalent to an Aviation Specialist P11; two years equivalent to an Aviation Specialist 12; or, one year equivalent to an Aviation Manager 13.

### Aviation Manager 15

Five years of professional experience as an aviation specialist, airplane pilot, air traffic controller, certified flight instructor, airport manager, aviation consultant, or professional experience equivalent to aviation safety, training, education, inspection or airport planning; three years of professional experience equivalent to an Aviation Specialist 12; two years equivalent to an Aviation Manager 13; or, one year equivalent to an Aviation Manager 14 or supervising aviation specialists, airplane pilots, air traffic controllers, certified flight instructors, aviation consultants, or equivalent professional supervisory experience in aviation safety, training, education, inspection or airport planning.

### **Alternate Education and Experience**

#### Aviation Manager 13 - 15

Four years of full-time experience as a certified flight instructor, airport manager, aviation consultant, airplane pilot, or air traffic controller; or, experience equivalent to aviation safety, training, education and inspection, or airport planning may be substituted for the education (bachelor's degree) requirement. This is in addition to the experience requirements.

### **Special Requirements, Licenses, and Certifications**

Some positions may require possession of a current pilot's license.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

AVIATNMGR

#### **Job Code Description**

AVIATION MANAGER

#### **Position Title**

Aviation Manager-2

Aviation Manager-3

Aviation Manager-4

#### **Position Code**

AVIAMGR2

AVIAMGR3

AVIAMGR4

#### **Pay Schedule**

NERE-107

NERE-108

NERE-109

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10/16/2022